



## REQUEST FOR PROPOSAL (RFP)

Date: January 6, 2015

RFP NUMBER: **RFP No. 0106-15-MH-PPEA**

RFP SUBJECT: **Miller House PPEA Design and Construction**

**SEALED PROPOSALS**  
**TO BE SUBMITTED ONLY TO:** Purchasing Office / City of Falls Church  
300 Park Ave., Suite 300 East  
Falls Church, Virginia 22046 / Phone (703) 248-5007

**PROPOSAL DUE DATE AND TIME:** **by no later than February 3, 2015 at 11:00 a.m.**  
Prevailing Local time (Purchasing Office Clock)

Proposals are to be presented for time and date validation  
**ONLY to the City of Falls Church Purchasing Office.**

All inquiries and questions should be made in writing and forwarded to George Armstrong,  
Purchasing Agent, via email to [garmstrong@fallschurchva.gov](mailto:garmstrong@fallschurchva.gov) with copy to  
[dlewis@fallschurchva.gov](mailto:dlewis@fallschurchva.gov) by no later than **five (5) business days prior to the RFP due date**

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**THIS PAGE MUST BE COMPLETED, SIGNED AND RETURNED WITH PROPOSAL**

In compliance with this Request For Proposal and to all the conditions imposed herein, the undersigned  
offers and agrees to furnish the services in accordance with the attached signed proposal.

*Please type or legibly print all information.*

LEGAL NAME & ADDRESS OF FIRM:

\_\_\_\_\_  
Company's Legal Name By: \_\_\_\_\_  
Authorized Representative - Signature in Ink

Address \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Zip: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

FAX: \_\_\_\_\_ VA SCC Business Registration # \_\_\_\_\_  
See Section 8.5 "Proof of Authority To Transact Business In VA"

***This Proposal contains appropriately marked proprietary and/or confidential Information.***

**No   Yes**

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To  
request a reasonable accommodation for any type of disability or that this document be made available  
in an alternate format, call 703 248-5007, (TTY 711).

The City of Falls Church does not discriminate against faith-based organizations in accordance with  
the Code of Virginia, § 2.2-4343.1 or against any Proposer or Proposer because of race, religion,  
color, sex, national origin, age, disability, or any other basis prohibited by state law relating to  
discrimination in employment.

# **PPEA SOLICITATION REQUEST FOR PROPOSALS CONCEPTUAL PHASE**

## **City of Falls Church, Virginia Miller House PPEA Project – Conceptual Phase**

### **1. SCOPE OF WORK AND REQUIREMENTS**

- 1.1. Introduction - The City of Falls Church (herein described interchangeably as “City” and “Owner”) desires to contract with an experienced and qualified Private Entity under the Public Private Education Facilities and Infrastructure Act (PPEA) for the design, construction and operation of a residential group home (“Project”) to serve low to moderate income persons with disabilities and may provide additional housing for those without disabilities provided such use has some connection to the group home. The Project would also include the provision of services appropriate to the needs of the target population and would give priority to qualifying City residents. The City will provide a site for the Project at 366 North Washington Street and will offer a long term, tax free lease inclusive of land and improvements at one dollar (\$1.00) per year subject to the negotiation of lease terms. No direct funding is associated with this Project. The selected firm will provide the expertise for the design of the building and will be responsible for directly operating or contracting the management/maintenance of the property and the supportive services to the residents. The design should be consistent with the styles of homes in the City. The Project is generally described in this Request for Proposals document (herein referred to as “RFP”). See Section 10 for proposal submission requirements.
- 1.2. Overview of Project - The Project includes the provision of design, construction and operational services to meet the general requirements and scope of services contained herein:
  - 1.2.1 Property Features
    - a. Property address is 366 North Washington Street in the City of Falls Church, Virginia.
    - b. The existing land includes a single family structure that will require demolition and removal.
    - c. The property is on a bus line and near the East Falls Church Metro station.
    - d. Lot is 7,514 square feet and is zoned T-1 (a zoning change could be considered).
  - 1.2.2 General Requirements
    - a. Demolition and removal of existing structure.
    - b. Design of a residential group home that meets appropriate Commonwealth of Virginia Code requirements and licensing standards.
    - c. Design consistent with the styles of homes in the City.
    - d. Construction of group home for persons with disabilities with intensive to highly intensive residential support needs
    - e. Meet uniform federal accessibility standards.

- f. Provide space for meetings and green space for residents.
  - g. Operation of group home and provision of services appropriate to target population
  - h. Commitment to serve low to moderate income persons.
  - i. Commitment to give priority to residents of the City who meet eligibility and admissions criteria.
- 1.3. The City adopted a document entitled, "Public-Private Education Facilities and Infrastructure Act of 2002, Model Guidelines, Revised October 2009" on June 27, 2011 which can be accessed at:

[http://www.boarddocs.com/vsba/fccpsva/Board.nsf/files/8HZUJA798138/\\$file/PPEA%20Guidelines%2062111.pdf](http://www.boarddocs.com/vsba/fccpsva/Board.nsf/files/8HZUJA798138/$file/PPEA%20Guidelines%2062111.pdf)

- 1.4. Building Design should meet the following minimum criteria:
- 1.4.1 Compatible architecturally with existing homes in the City.
  - 1.4.2 Meet standards for a group home as required by the Virginia Department of Behavioral Health and Developmental Services, Virginia Department of Medical Assistance Services, Virginia Department of Health and the Centers for Medicare and Medicaid Services.
- 1.5. Public-Private Education Facilities and Infrastructure Act of 2002 for the City are being followed for this PPEA selection, which provide for a two part proposal submission process consisting of an initial "Conceptual Phase" Request for Proposals (RFP), and subsequent "Detailed Phase" Request for Proposals.
- 1.6. The objective of this RFP is to select a short list of highly qualified Private Entities to receive a Request for Detailed Proposals. The City of Falls Church may, at any time, require the Proposer to provide additional information, additional copies of prior submissions, and/or clarification to any submission. Since this is a solicited proposal, there is no proposal review fee required from the Private Entity.
- 1.7. The City of Falls Church intends to enter into a Comprehensive Agreement with the successful Proposer that will have specific contract provisions that may include: fixed fees; "open book" contracting; design review process; and liquidated damages. A draft Comprehensive Agreement will be provided to firms short listed to receive a Request for Detailed Proposals. The principal member of any business association, such as a joint venture or limited liability corporation, must provide a performance guaranty in accordance with section VII.D of the PPEA/PPTA Guidelines.
- 1.8. ACCESS TO RFP UPDATES: This RFP and any addenda are available on the City of Falls Church's website: **[www.fallschurchva.gov/BIDS.ASPX](http://www.fallschurchva.gov/BIDS.ASPX)**. This solicitation and any associated addenda will also be published through eVA, the Commonwealth of Virginia's electronic procurement portal for registered suppliers (<http://eva.virginia.gov>).
- 1.9. Proposers should note that changes to the RFP, in the form of addenda, are often issued between the issue date and within three (3) days before the closing of the RFP. **Proposers are solely responsible for checking the City of Falls Church's Website (as detailed above) to insure that they have the most current information regarding the RFP.**

- 1.10. All questions pertaining to this solicitation must be in writing and received by no later than five (5) business days prior to the RFP closing date. All questions shall be directed only to:

George Armstrong, Purchasing Agent  
The City of Falls Church  
300 Park Ave, Falls Church, VA 22046  
[garmstrong@fallschurchva.gov](mailto:garmstrong@fallschurchva.gov) Phone: 703.248.5007 (TTY 711)

No inquiries, if received by the Purchasing Agent in less than five (5) business days of the date set for the opening of proposals, will be given any consideration. Any material question or interpretation of a specification or requirement, as determined by the Purchasing Agent, will be expressed in the form of an addendum which will be posted on the City's website ([www.fallschurchva.gov/BIDS.ASPX](http://www.fallschurchva.gov/BIDS.ASPX)) no later than three (3) days before the date set for receipt of proposals. If utilized for the initial RFP release, addenda will also be published through eVA (the Commonwealth of Virginia's e-procurement portal for registered suppliers). Oral answers will not be authoritative.

- 1.11. Milestones - These dates are preliminary and are subject to change:

- 1.11.1 Issue Request for Proposals (RFP) – January 6, 2015
- 1.11.2 Last Day for Questions on RFP – January 22, 2015 4:00 PM
- 1.11.3 Proposals Due – January 29, 2015, 2:00 PM
- 1.11.4 Short List of Successful Proposals – February 5, 2015
- 1.11.5 Issue Request for Detailed Proposals – February 12, 2015
- 1.11.6 Detailed Proposals Due – March 10, 2015
- 1.11.7 Sign Comprehensive Agreement with Successful Proposer – April 14, 2015

## 2. CONTACTS

This Request for Proposals is issued on behalf of the City of Falls Church. There should be no contact with City employees or staff, or the Program Manager below concerning or related to this RFP without the prior approval of the Purchasing Agent listed below or the Purchasing Agent's designee.

### **Purchasing Agent Contact:**

George Armstrong, Purchasing Agent  
The City of Falls Church  
300 Park Ave, Suite 300 East  
Falls Church, VA 22046  
Phone: (703) 248-5007 (TTY 711) / Fax: (703) 248-5444  
Email: [garmstrong@fallschurchva.gov](mailto:garmstrong@fallschurchva.gov)

## 3. GENERAL INFORMATION

- 3.1. The City's Purchasing Agent listed above or designee shall be the sole point of contact for the Owner for the purposes of preparation and submission of the RFP proposal.

- 3.2. The evaluation of a Request for Proposals takes a considerable effort to complete, and the effort depends on the number of proposals received. The Owner will attempt to meet the milestone dates stated in Section 1.13; however, that may not be achievable. The City will announce by letter, and post on applicable websites and the City's public notice board, the short list of the most highly qualified Successful Proposers that will be asked to respond to the Request for Detailed Proposals for the Project. The City's Public Notice board is located in City Hall, 1st Floor East, 300 Park Ave., Falls Church, VA 22046.
- 3.3. Two-Step Process – The Owner will use a two-part RFP process consisting of an initial conceptual phase for qualifications and a detailed phase for deliverables. This Concept RFP invites Proposers to submit initial conceptual proposals that will be evaluated pursuant to the procedures as follows:
- 3.3.1 Conceptual Phase
- a. Only proposals complying with the requirements of the RFP that contain sufficient information for a meaningful evaluation and that are provided in an appropriate format will be considered by the Owner for further review at the conceptual stage.
  - b. After reviewing all proposals submitted, the Owner may determine:
    - (i) Not to proceed further with any proposal,
    - (ii) To proceed to the detailed phase of with one proposal, or
    - (iii) To proceed to the detailed phase with multiple proposals
- 3.3.2 Detailed Phase
- Upon the completion of the conceptual phase, should the Owner determine that there is merit in continuing the process; one or more of the most qualified Proposers may be invited to submit detailed proposals. For the Detailed Phase, the Owner will only consider proposals from the firms invited to submit detailed proposals.
- 3.4. In accordance with the City's PPEA Guidelines, a summary of the nonconfidential portion (Volume I) of the received proposals will be posted, at a minimum, on the City's website ([www.fallschurchva.gov/BIDS.ASPX](http://www.fallschurchva.gov/BIDS.ASPX)). The posted information shall also include the location where full copies of the proposals are available for public inspection.

#### 4. DEFINED TERMS

Terms used in this Request for Proposals have the meanings indicated below.

- 4.1 **Architect/Engineer (A/E)** – The Private Entity's party who will be providing design professional services for the project.
- 4.2 **Comprehensive Agreement** – According to the PPEA Guidelines, the selected Private Entity shall enter into a Comprehensive Agreement with the City of Falls Church.
- 4.3 **Contractor** – The Private Entity's party who will be providing construction contracting services for the project.
- 4.4 **Issuing Office** – see section 2 above.
- 4.5 **Owner** – The City of Falls Church, Virginia ("City").
- 4.6 **Private Entity** – the Proposer who the Owner will contract with for the Project.
- 4.7 **Project Manager** – The City's representative or staff member that will oversee and be the City's primary point of contact for the project.
- 4.8 **Project** – PPEA services including Design, Construction, Property Management and

Service Delivery for the Miller House project as described herein.

- 4.9 **Proposal** – The Proposer’s document provided in response to the RFP
- 4.10 **Proposal Documents** - The Advertisement or Invitation, Request for Proposals, and Qualification Proposals, including all Addenda issued prior to acceptance of Qualification Proposals.
- 4.11 **Proposer** - One who submits a Proposal directly to the Owner.
- 4.12 **Qualification Exhibits**—Documents prepared by the Private Entity, which demonstrate the Proposer’s qualifications (including any contractors or subcontractors) and meets the Owner’s requirements as set forth herein.
- 4.13 **Request for Proposals (RFP)** – The initial Conceptual Phase request by the Owner as defined in the City’s PPEA Guidelines.
- 4.14 **Request for Detailed Proposals** – The subsequent Detailed Phase request by the Owner to the firms shortlisted in the RFP stage, as defined in the City’s PPEA Guidelines.
- 4.15 **Surety** – An individual who undertakes an obligation to pay a sum of money or to perform some duty or promise for another in the event that person fails to act.
- 4.16 **Successful Proposer** - The Proposer, to whom Owner, on the basis of Owner’s evaluation as hereinafter provided, qualifies for receiving the Request for Detailed Proposals for the Group Home.

## 5. COPIES OF PROPOSAL DOCUMENTS

- 5.1 This document, referenced documents, and attachments constitute the entire Request for Proposal package.
- 5.2 Copies of the RFP Documents made available are only for the purpose of obtaining Qualification Proposals for the Project and do not confer a license or grant to Proposers for any other use.

## 6. EXAMINATION OF SITE:

On request, Owner will provide each Proposer reasonable access to the Site to conduct such examinations and investigations as each Proposer deems necessary for submission of a Proposal

## 7. QUESTIONS, INTERPRETATIONS AND ADDENDA

- 7.1 All questions about the meaning or intent of the RFP Document are to be directed to the Purchasing Agent in writing by fax or email, with a simultaneous copy to the Owner’s Consultant by fax or email.
- 7.2 Interpretations or clarifications considered necessary by Owner in response to such questions will be issued by Addenda and posted on the City’s website. Proposers are solely responsible for checking this website regularly for all Addenda.
- 7.3 Questions received less than five (5) business days prior to the date for opening of the RFP proposals may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- 7.4 Addenda may be issued to clarify, correct, or change the Proposal Documents as deemed advisable by Owner.

## 8. **ELIGIBILITY CRITERIA (Minimum Qualifications)**

An unsatisfactory response, deemed in the Owner's sole opinion, to any item in the category titled "Eligibility Criteria" will be considered sufficient cause to disqualify an applicant from further consideration for short-listing for this Project.

**8.1 Responsiveness to RFP** – Only responsive applications will be considered and evaluated. A responsive application must be completed according to the instructions, and include all required attachments and requested information as noted in Section 14.2 below.

**8.2 Debarment Status** – By submitting an application, the Proposer certifies that neither it nor any affiliated entity is currently debarred from submitting bids or has otherwise agreed not to submit bids on contracts with any government or business entity. If the Proposer experiences a material change in its debarment status after the application is submitted and prior to the award of the contract for the project, the Proposer shall notify the City of Falls Church of the change in writing at the time the change occurs or as soon thereafter as is reasonably practicable. If at any time during the evaluation process the Proposer is issued a debarment judgment then this will be considered grounds for automatic disqualification.

**8.3 License** – The Proposer must provide copies of their firm's Commonwealth of Virginia Contractor's and Architect's Licenses as well as those provided by the licensing division of the Department of Behavioral Health and Developmental Services and Virginia Department of Health *with their RFP response*.

**8.4 Proof of Authority to Transact Business in Virginia** - The Proposer must be registered to do business in the Commonwealth of Virginia as follows:

A firm organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal the identification number issued to it by the State Corporation Commission (SCC). The Proposer's SCC ID number shall be provided on the cover sheet of this solicitation on the line entitled "VA SCC Business Registration #".

Any Proposer that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal for consideration by the City, a signed statement attached to the Cover Sheet of this RFP, describing why the Proposer is not required to be so authorized under Title 13.1 or Title 50 of the Code of Virginia. Any Proposer described herein that fails to provide the required information or for whom such signed exception is not considered valid or lawful by the City, shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted, in writing, by the City Manager.

## 9. **EVALUATION FACTORS**

The City will be the sole judge of the Proposer's qualifications and experience, including experience with similar projects, demonstration of ability to perform work, leadership structure, project manager's experience, management approach, financial condition, and project ownership. Evaluation factors are listed in no order of preference:

### 9.1. **Qualifications and Experience**

**Experience with similar projects** – During the evaluation of experience and ability to perform the work, emphasis will be placed on a Proposer's performance on recent projects of a similar size and nature to the Project, including Proposer's ability to manage project budgets, deliver a quality product, meet scheduled completion dates, and operate a group home. Preference will be given to firms with the following experience:

9.1.1 **Construction Experience** including the following:

Successful completion (on time and per client's specifications) of at least two (2) construction and/or renovation/addition construction projects of in the last ten (10) years by the general contractor similar in scope to the Project in this RFP. Acceptable delivery methods include Design/Bid/Build, Design/Build, and CM at Risk. If utilizing the Design/Build method, include the completion of at least one project where the participating firms worked together as a team, similar in scope to the Project in this RFP. Preference will be given to group home construction and/or renovation/addition projects.

9.1.2 **Design Experience** including the following:

Successful completion (on time and per client's specifications) of at least two construction and/or renovation/addition designs by the designated Design Project Manager of similar type projects.

9.1.3 **Service Delivery Experience** including the following:

Provision of services appropriate to persons with disabilities in a group home setting as well as possessing experience, preferably recent, providing property management and maintenance services for facilities of this type.

9.2 **Demonstration of ability to perform work.** Provide details explaining how the firm or firms involved have current resources available to perform this Project.

9.3 **Leadership structure / Project manager's experience/key personnel experience** – Provide resumes demonstrating that the qualifications of the persons proposed have relevant experience on projects of similar size and scope. The Comprehensive Agreement resulting from the 2nd (detailed phase) RFP to be associated with this project will require that the Proposer identify and dedicate all key personnel to the project and may not make changes without prior written approval from the City. Request for approval to substitute may be submitted by the Contractor only for reasons beyond the Contractor's control. Approval by the City will not be granted unless the Contractor can demonstrate that the reason for the substitution is justified and that the substituting individual has, at a minimum, an equivalent level of experience comparable to that of the individual being substituted.

9.4 **Management Approach.** Provide a narrative explaining your approach to successfully manage the design and construction as well as the property management, maintenance and service delivery aspects of the Project. Include a description and examples of how you will manage cost, quality, schedule, and neighborhood/community issues. Community interaction will be a key element to the success of this project. Provide examples of community interaction strategies used on past projects.

9.5 **Service Delivery Approach.** Provide a narrative explaining your proposal to serve persons with disabilities. Include a synopsis of the target population, proposed staffing, clinical supports, and community integration activities.

9.6 **Financial Condition.** Financial data will be reviewed and compared to industry standards.

9.7 **Project Ownership.** Describe the ownership of the general construction firm, architect/engineer firm, and service delivery organization, and their relationship for this contract.



- 9.8 **References** – The City may contact the Proposer's references listed in the application and may contact other potential references if referred to them in the course of this evaluation. The City reserves the right to contact any party it deems appropriate. By submitting a response to this Request for Proposals, the Proposer releases the City and any references from all liability concerning this exchange of information.
- 9.9 **Safety Performance** – Safety data will be reviewed and compared to industry standards.
- 9.10 **Claims/Final Resolution/Judgments** – Evaluation of this data will be based on the number of affirmative answers to the questions and the details provided in the explanation for each occurrence.
- 9.11 **Failure to Complete** – Evaluation of the Proposer's failure to complete projects will be based primarily on the number of failure-to-complete occurrences and the explanations for the failure-to-complete occurrences.
- 9.12 **Other Relevant Criteria** – Any relevant information, included or not included in the proposal, deemed to be in the best interest of the City may be evaluated in determining whether or not to accept a Proposer's submission. For example, the evaluation may also consider any additional references or experience with other City of Falls Church projects when determining acceptability of an applicant.
- 9.13 **Optional Information** – Information not covered above, that the Proposer deems relevant, may be provided and may be considered by the City.

## **10. SUBMITTAL OF PROPOSALS**

- 10.1. One original (clearly marked on the cover as such), and five (5) copies of the Proposal, in addition to an electronic PDF copy of the Proposal on CD-ROM, shall be submitted to the Purchasing Agent, as listed in Section 2.1, on or before the due date and time listed on page 1, in order to be considered. Late proposals will not be accepted. The proposals shall be addressed to the Purchasing Agent as indicated on page 1. Proposals shall be clearly identified with "Request for Proposals for the Miller House PPEA Project."
- 10.2. Proposals shall be enclosed in an opaque sealed envelope or box, marked with the Project title and name and address of Proposer and accompanied by all required documents. If the Proposal is sent through the mail or other delivery system the sealed envelope or box shall be enclosed in a separate envelope or box with the notation "PROPOSAL ENCLOSED" on the face of it.
- 10.3. The City Purchasing Office is open for the receipt of proposals from 8:30 AM until 4:30 PM, Monday through Friday (excluding City holidays). The City is not responsible for deliveries attempted outside of these time periods or misdirected to other offices.
- 10.4. The time of receipt shall be determined by the time the proposal is signed in at the Purchasing Office. Proposers are solely responsible for ensuring that their proposal is stamped by Purchasing Office personnel.
- 10.5. Any proposal received after the proposal due date and time as detailed on the first page of this solicitation whether by mail or otherwise, will not be accepted or considered. The time of receipt shall be determined by the time the proposal is signed in at the Purchasing Office. Proposers are solely responsible for ensuring that their proposal is stamped by Purchasing Office personnel by the deadline indicated.
- 10.6. **The City is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, the intra-City mail system or delivery by other means.**

**Proposers are solely responsible for ensuring that their proposal is received and stamped by Purchasing Office personnel by the deadline indicated.**

- 10.7. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of context. Unnecessarily elaborate proposals, brochures of other presentations, expensive paper, bindings, visual and other presentation aids beyond that sufficient to present a complete and effective proposal are neither required nor desired.
- 10.8. Each copy of the proposal should be bound in two volumes (See Section 14.2). The City encourages the use of recycled products, therefore, it is urged that proposals be submitted on paper made from or with recycled content and be printed on both sides.
- 10.9. The City will not consider information other than the materials provided in a duly submitted proposal and/or subsequent interviews for proposal evaluation purposes.
- 10.10. The City and its officers, employees or agents will not be responsible for the opening of a proposal envelope or package prior to the scheduled opening if that envelope or package is not appropriately sealed and marked as specified.
- 10.11. If the City declares administrative or liberal leave, scheduled receipt of proposals will be extended to the next business day after which administrative or liberal leave has been canceled.
- 10.12. Oral proposals or proposals delivered by electronic means such as facsimile and e-mail are not allowed and proposals so delivered will not be considered.
- 10.13. Conditional proposals are subject to rejection in whole or in part.
- 10.14. The City is not liable for any costs incurred by any Proposer in connection with this RFP. The expenses incurred by Offeror in the preparation, submission, and presentation of the proposal are the sole responsibility of the Proposer.

## **11. MODIFICATION AND WITHDRAWAL OF PROPOSAL**

A Proposal may be modified or withdrawn by an appropriate document duly executed in the same manner that a Proposal must be executed and shall be delivered to the address listed in Section 2.1 above prior to the date and time for the opening of the Proposals.

## **12. OPENING OF PROPOSALS**

Proposals will be opened privately.

## **13. OWNER'S RIGHTS AND LIABILITIES**

As set forth in the City's PPEA Guidelines, the City reserves all rights available to it by law in administering these Guidelines including, without limitation, the right in its sole discretion to:

- 13.1 Reject any and all proposals at any time;
- 13.2 Terminate consideration or evaluation of any and all proposals at any time;
- 13.3 Suspend, discontinue and/or terminate discussions regarding confidentiality agreements, interim agreements and comprehensive agreements at any time prior to the authorized execution of such agreements by all parties;
- 13.4 Request and/or receive additional information regarding any proposal;
- 13.5 Issue addenda to and/or cancel any RFP or IFB;
- 13.6 Revise, supplement or withdraw all or any part of these Guidelines;
- 13.7 Request revisions to conceptual phase proposals.

- 13.8 A Proposer who submits a proposal agrees to hold the City of Falls Church, its officers, employees, agents and volunteers harmless and free from all liability, loss, injury, and/or cost and expense which might be incurred by such Proposer in responding to, or as a consequence of the RFP, and agrees to waive any and all claims for damages arising in connection with the procurement process contemplated by the RFP.
- 13.9 A Proposer shall not employ any Subcontractor, Supplier, or other individual or entity against which Owner may have reasonable objection. A Proposer shall not be required to employ any Subcontractor, Supplier or other individual or entity to furnish or perform any of the Work against which Proposer has reasonable objection.

#### **14. PROPOSAL CONTENT**

14.1 Proposal documents are generally subject to the Virginia Freedom of Information Act ("FOIA") except for specific exemptions of certain documents from public disclosure. See the City of Falls Church PPEA Guidelines and the latest Code of Virginia regulations. Clearly mark any information that is considered confidential and proprietary.

14.2 The Proposals submitted shall be structured in the following manner addressing all Eligibility Criteria and Evaluation Factors listed in Sections 8 and 9 above. Information shall be satisfactory for posting and publication, unless expressly waived by the City, as follows:

##### **14.2.1. Volume I – Qualifications, Experience, and Other Factors**

- A. Executive Summary or Letter of Introduction
- B. Table of Contents. Include a referenced page number for each section of the Table of Contents and number all proposal pages.
- C. Qualifications and Experience. Narrative including Attachments A and B.
- D. Resumes
- E. Management Approach to Design, Construction, Property Management and Maintenance and Service Delivery.
- F. Past Projects – Contractor. Narrative including Attachment C.
- G. Past Projects – Architect/Engineer. Narrative including Attachment D
- H. Past Projects – Services for persons with disabilities. Narrative including Attachment E
- I. Optional information not covered above that the Proposer deems relevant

##### **14.2.2. Volume II – Financial Statement - Confidential.**

#### **15. ATTACHMENTS TO THIS REQUEST FOR PROPOSAL:**

- A. Qualifications and Experience Form
- B. Applicant Information Form
- C. Past Projects – Contractor Form
- D. Past Projects – Architect/Engineer Form
- E. Past Projects – Services for Persons with Disabilities Form

## Attachment A

### QUALIFICATIONS AND EXPERIENCE

1. Proposer Name: \_\_\_\_\_

Provide all names under which the applicant does or has done business in the last ten (10) years:

\_\_\_\_\_

Is the Proposer related to another firm as a parent, subsidiary, or affiliate? Yes\_\_\_ No\_\_\_

If yes, attach names and addresses for all affiliated, parent and/or subsidiary companies, and state the nature of each affiliation. \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Tax Identification Number  
(EIN/SSN): \_\_\_\_\_

4. Is Proposer a corporation? Yes\_\_\_\_\_, No\_\_\_\_\_

If yes, what is the State of incorporation?

\_\_\_\_\_

If not incorporated, specify method and date of organization: \_\_\_\_\_

\_\_\_\_\_

If a partnership, attach partnership details (such as partner's names and individual contact information for each partner). If a Joint Venture (JV), attach the JV agreement and provide details of the intended role of each JV member, including appropriate additional attachments (at a minimum an Attachment C or D for each JV member).

5. Initial if: Minority Owned: \_\_\_\_\_, Women Owned: \_\_\_\_\_, Neither: \_\_\_\_\_.

If so, provide, as attachment, any governmental certifications thereof.

Specify the portions of the Work that the Proposer expects to subcontract: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide contact information including name, title, phone number and email address of the person who can respond authoritatively to any questions regarding this response: \_\_\_\_\_

\_\_\_\_\_

6. List all companies in the Consortium of firms for this venture, and provide the following information for each:

a. Contractor \_\_\_\_\_

Years in business \_\_\_\_\_ Size of Company (# of employees) \_\_\_\_\_

b. Design Firm \_\_\_\_\_

Years in business \_\_\_\_\_ Size of Company (# of employees) \_\_\_\_\_

**Attachment A**  
**QUALIFICATIONS AND EXPERIENCE**

- c. Service Provider for Persons with Disabilities \_\_\_\_\_  
Years in business \_\_\_\_\_ Size of Company (# of employees) \_\_\_\_\_
- d. Other \_\_\_\_\_  
Years in business \_\_\_\_\_ Size of Company (# of employees) \_\_\_\_\_
7. List firm (s) that will provide completion guarantees and warranties:
- a. Firm Name \_\_\_\_\_  
Years in business \_\_\_\_\_ Description of Guarantees and Warranties \_\_\_\_\_
8. List Key Personnel as proposed for this project (attach resumes):
- a. Key Personnel No. 1 \_\_\_\_\_
- b. Key Personnel No. 2 \_\_\_\_\_
- c. Construction Project Manager (if applicable) \_\_\_\_\_
- d. Service Provider Manager (if applicable) \_\_\_\_\_
- e. Property Manager (if applicable) \_\_\_\_\_
9. List Other Team Members as proposed for this project including the following:
- a. Team Member No. 1 \_\_\_\_\_
- b. Team Member No. 2 \_\_\_\_\_
- c. Team Member No. 3 \_\_\_\_\_
- d. Team Member No. 4 \_\_\_\_\_

**Attachment B**

**APPLICANT INFORMATION**  
**(PROVIDE FOR EACH PRIME FIRM)**

**A. ELIGIBILITY CRITERIA (Minimum Qualifications)**

1. **Responsiveness to Request for Proposals** – Responsiveness is defined in the Request for Proposals, Section 8, entitled **Eligibility Criteria**.
2. **Debarment Status** – Has the applicant, or any affiliate, ever been the subject of any of the following actions:
 

a. Debarment (state, local or federal)	Yes___ No___
b. Deletion from a Prequalified Bidders List	Yes___ No___
c. Other action which resembles debarment	Yes___ No___

If yes, provide details on a separate sheet for each instance.
3. **License** - Attach copies of the Proposer's Commonwealth of Virginia Contractor's & Architect's Licenses as well as appropriate licensing from Department of Behavioral Health and Developmental Services and Virginia Department of Health.
4. **Bonding Capacity Statement** - Attach a signed statement from applicant's Surety stating that, based on present circumstances, the Surety will provide performance and payment bonds for the Proposer in connection with the Project.  
 Total bonding capacity \$ \_\_\_\_\_  
 Available bonding capacity\$\_\_\_\_\_
5. **Authority to Do Business in the Commonwealth of Virginia** – Include on the cover sheet, the Proposer's VA State Corporation Commission ID number or attach an acceptable signed statement in accordance with requirements of Section 8.4.

**B. EVALUATION FACTORS – QUALIFICATIONS AND EXPERIENCE**

1. **Project Performance**
  - a. Using a separate copy of Attachment C or D for each project, provide details of two (2) or more past projects that are most similar in size and scope to the Project.
  - b. **Preferred Construction Experience** – Provide on Attachment C.
  - c. **Preferred Design Experience** – Provide on Attachments D.
  - d. **Design/Build Team Experience (if applicable)** – Provide on Attachments C and D.
  - e. **Service Delivery Experience** – Provide on Attachment E.
2. **Personnel Qualifications/Experience** – Attach resumes of Design/Build Project Manager, Design Project Manager, Project Architect, Construction Project Manager and Service Delivery Manager. Emphasize years of experience, last employer, last position, and experience on similar projects. Higher consideration will be given in the evaluation if the key personnel have worked together on previous successful projects, have demonstrated experience on projects similar in type and scope to the Project, i.e., Group Home design, construction projects, and service delivery.  

Attach resumes of all other key team members. Emphasize years and types of experience, last employer, last position, and experience on similar projects. Higher consideration will be given in the evaluation if the other team members have worked together on previous successful projects; have demonstrated experience on projects similar in type and scope to the Project, i.e., Group Home design, construction and service delivery.
3. **References** – Reference information is addressed on Attachments C and D.
4. **Financial Data**

**Attachment B**

**APPLICANT INFORMATION**  
**(PROVIDE FOR EACH PRIME FIRM)**

- a. Submit the Proposer's (including each partner with an equity interest of twenty percent (20%) or greater) reviewed and audited financial statements from the past two years, preferably 2012 and 2013. Complete balance sheets and income statements must be included. The statements shall be enclosed in a separate sealed envelope and included in the application package and it should be noted if the statement is for a parent company. Insert "N/A" for any question or requirement that does not apply.

Has the applicant, or any affiliate, ever been denied bonding or had bonding revoked (if applicable)?

Yes\_\_\_ No\_\_\_

If yes, provide details on a separate sheet for each instance.

- b. Provide a copy of your current credit rating.
- c. What is your Dun and Bradstreet (DUNS) number (if applicable): \_\_\_\_\_

5. **Safety Performance (Contractor)** – Please provide the following information on a separate sheet of paper:

- a. Experience Modification Factor (if available/applicable) for past five years.
- b. A list of OSHA citations levied during the past three years. Describe the infractions and indicate whether there was a warning or fine imposed and the dollar amount of each.
- c. Details from your organization's 2013 OSHA 200 log indicating:
- Number of lost workday cases
  - Number of restricted workday cases
  - Number of cases with medical attention only
  - Number of fatalities

6. **Final Resolution/Judgments** – Have any of the following actions occurred on, or in conjunction with, any project performed by the Proposer, any affiliate, or their officers, partners or directors in the last five years?

- a. Legal Action Implemented by Proposer against Owner ..... Yes\_\_\_ No\_\_\_
- b. Legal Action Implemented by Proposer against Subcontractor ..... Yes\_\_\_ No\_\_\_
- c. Legal Action Implemented by Owner ..... Yes\_\_\_ No\_\_\_
- d. Legal Action Implemented by Subcontractor ..... Yes\_\_\_ No\_\_\_
- e. Settlement or Close-Out Agreement in effect with Owner ..... Yes\_\_\_ No\_\_\_
- f. Judgments ..... Yes\_\_\_ No\_\_\_
- g. Arbitrations ..... Yes\_\_\_ No\_\_\_

If the answer to any of items a. through g. above is yes, provide details on a separate sheet for each instance.

7. **Conflict of Interest** - Conflicts of interest and a real or perceived competitive advantage are described in state and federal law. The City reserves the right, in its sole discretion, to make determinations relative to potential conflicts of interest on a project specific basis, in accordance with State and Local Government Conflict of Interests Act (2.2-3100 et seq.) and Virginia Public Procurement Act, Ethics in Public Contracting 2.2-4367 et seq. Offeror will identify any persons known to the applicant who would be obligated to disqualify themselves from participating in any

**Attachment B**

**APPLICANT INFORMATION**  
**(PROVIDE FOR EACH PRIME FIRM)**

transaction arising from or in connection to the project pursuant to Virginia State and Local Government Conflict of Interest Act (Va Code 2.2- 3100 et seq). Further, offeror will identify any employee, official, or elected officer of the City of Falls Church who has a proprietary interest in the company, corporation, partnership or other organization, **and** any City of Falls Church employee, official or elected officer who has immediate family members (to include, spouses, parents, children, siblings) who have a proprietary interest in the company, corporation, partnership or other organization submitting the proposal.

8. **Termination - Applicant** – Has your organization ever been terminated for work awarded to it? This includes termination for default or for the convenience of the Owner or any other reason for failing to complete a project. Yes\_\_\_ No\_\_\_

If yes, provide details on a separate sheet for each instance.

9. **Bankruptcy:** Has your business filed for bankruptcy in the last seven years or is your firm currently the debtor in a bankruptcy case? If yes, please explain the circumstances:

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10. **Liquidated Damages Assessment:** Has your company ever been assessed liquidated damages in the past five (5) years on a contract? If yes, please explain the circumstances:

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- 11 **Performance Bond Implementation:** Within the last five (5) years has your firm ever required any performance bond surety company to complete, or arrange for completion (take-over), of any contract originally awarded to your firm? If yes, please explain the circumstances: \_\_\_\_\_

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- 12 **Contract Termination:** Within the last five (5) years, has your firm had a contract terminated for cause and/or ever had rights to proceed under a contract terminated? If yes, please explain the circumstances: \_\_\_\_\_

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13. **Breach, Default, Debarred:** Within the last five (5) years, has your firm been disqualified, removed, or otherwise declared in material breach or default of any contract by a public agency, or debarred from participating in bidding for any contract? If yes, please explain the circumstances: \_\_\_\_\_



**Attachment B**

**APPLICANT INFORMATION**  
**(PROVIDE FOR EACH PRIME FIRM)**

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14. **Release from Construction Bid** (if applicable) : Has your company filed a request to be released from a bid on a construction contract within the last five (5) years? If yes, please explain the circumstances:

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15. **Failure to Execute a Contract:** Has your company ever been awarded a contract in which you failed to execute the contract? This would include: the company not signing the contract documents; an inability of the company to obtain insurance and/or bond requirements; or failure of the company to submit required forms and attestations. If yes, please explain the circumstances:

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Signed by: \_\_\_\_\_ Phone No. \_\_\_\_\_  
Authorized Representative

Printed/Typed Name, Title: \_\_\_\_\_

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Company: \_\_\_\_\_

**Attachment C****PAST PROJECTS - CONTRACTOR**

(For **each** cited project, the Proposer shall use a separate copy of this form to provide details of projects that are most similar in size and scope.)

1. Contractor Name: \_\_\_\_\_

If Contractor's Name is not the same as Proposer's name, state relationship (i.e. parent company, subsidiary, JV etc.): \_\_\_\_\_

Project Manager: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Contract # \_\_\_\_\_ Project # \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Title, Phone Number, and Email Address \_\_\_\_\_

Architect/Engineer (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Title, Phone Number, and Email Address \_\_\_\_\_

Service Delivery Provider (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Title, Phone Number, and Email Address \_\_\_\_\_

**Attachment C**

**PAST PROJECTS - CONTRACTOR**

Construction Manager (if any): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Title, Phone Number, and Email Address \_\_\_\_\_

Contract Dates (e.g. notice to proceed, contractual completion, actual completion, etc. Completion dates should reflect substantial completion - if not, indicate)

\_\_\_\_\_

Contract Value: \$\_\_\_\_\_

2. Bonding Company (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Title, Phone Number, and Email Address \_\_\_\_\_

3. Additional Comments: (Attach if needed)

**Attachment D**  
**PAST PROJECTS – ARCHITECT/ENGINEER**

(For **each** cited project, the Proposer shall use a separate copy of this form to provide details of projects that are most similar in size and scope.)

1. Architect/Engineer Name: \_\_\_\_\_

If Architect/Engineer's Name is not the same as Proposer's name, state relationship (i.e. parent company, subsidiary, JV etc.): \_\_\_\_\_

Project Manager: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Contract # \_\_\_\_\_ Project # \_\_\_\_\_

Description of Project: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Title, Phone Number, and Email Address \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Title, Phone Number, and Email Address \_\_\_\_\_

Construction Manager (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Attachment D**  
**PAST PROJECTS – ARCHITECT/ENGINEER**

Contact Title, Phone Number, and Email Address \_\_\_\_\_

Service Delivery Provider (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Title, Phone Number, and Email Address \_\_\_\_\_

Contract Dates (completion dates should reflect substantial completion - if not indicate)

\_\_\_\_\_

Contract Value: \$\_\_\_\_\_

2. Bonding Company (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Title, Phone Number, and Email Address \_\_\_\_\_

3. Additional Comments: (Attach if needed)

**Attachment E**

**PAST PROJECTS – SERVICES FOR PERSONS WITH DISABILITIES**

(For **each** cited project, the Proposer shall use a separate copy of this form to provide details of projects that are most similar in size and scope.)

1. Service Delivery Provider Name: \_\_\_\_\_

If Service Delivery Provider's Name is not the same as Proposer's name, state relationship (i.e. parent company, subsidiary, JV etc.): \_\_\_\_\_

Facility/Program Manager: \_\_\_\_\_

Facility/Project Name: \_\_\_\_\_

Facility/Project Location: \_\_\_\_\_

Contract # \_\_\_\_\_ Project # \_\_\_\_\_

Description of Facility/Project: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Title, Phone Number, and Email Address \_\_\_\_\_

Architect/Engineer (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Title, Phone Number, and Email Address \_\_\_\_\_

Contractor (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Attachment E**

**PAST PROJECTS – SERVICES FOR PERSONS WITH DISABILITIES**

Contact Title, Phone Number, and Email Address \_\_\_\_\_

Contract Dates (completion dates should reflect substantial completion - if not indicate)

\_\_\_\_\_

Contract Value: \$\_\_\_\_\_

2. Additional Comments: (Attach if needed)